

Office Administrator

Description

The post is responsible for assisting the Office Manager with processing, verifying and reconciling monthly accounts, administration of HR Pay and Conditions of Service and all other administration duties needed to support our operations in Egypt.

Responsibilities

- Assist the Office Manager in preparing various monthly returns and checklists.
- Support the Office Manager in preparing the monthly payroll.
- Reconciliation of the Purchase Management System and purchase order input.
- Review of the MA balance sheet clearing accounts.
- Bank and petty cash input and reconciliation (Monthly and Ad hoc).
- Processing of payments, invoices and claims.
- Assist the Office Manager in organising HR records, ensuring complete accuracy and confidentiality
- Support in coordinating the HR administration processes as per the Mediterranean Area (MA) HR instructions which include, but not limited to; updating various spreadsheets, completing and issuing of letters and contracts.
- Maintain and monitor the preparation of monthly records for annual leave and sickness absence.
- Assist in preparing and submitting the monthly training returns.
- Manage the customs register and make sure shipment entries are updated.
- Translate non-official documents and minutes to and from English.
- Responsible, together with the Office Manager, for all office duties; organizing couriers, arranging casual labor contracts, contacting the Social Insurance Office, Tax Office and Banks, arranging hotel and flight bookings for staff, manage the office cleaner and payment of communal charges as required.

Qualifications

- Recognised degree/qualification in Business Administration or Accounting or any other relevant field
- Basic knowledge of Accounting practices
- Fully bilingual in English/ Arabic verbal and written
- IT literate with excellent knowledge of Microsoft Office applications specifically Excel, Word and Outlook

Desirable

- Knowledge of payroll and labour law desirable

Hiring organization

Roots Management Consultants on Behalf of Customer

Employment Type

Full-time

Duration of employment

Permanent

Date posted

2021 ,3 2222

- Knowledge of an accounting software package (Great Plains) would be considered as an advantage
- Experience of purchase ledger and/or purchase ordering module would be considered an advantage